

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING # 23-22
POSTED: 02/07/2022, 12:00 p.m.
EXPIRATION: until filled
TITLE: Forestry Summer Intern (Position Code #7044)- 3 positions
SALARY: \$15.00 per hour/ NO BENEFITS
DEPARTMENT: PUBLIC WORKS
DIVISION: ROADWAYS

GENERAL PURPOSE

The purpose of this internship is geared toward students seeking to advance their professional knowledge and skills in order to reinforce their academic training. As such, education or experience in forestry management, environmental science, natural resources management, or related field is highly desirable. The ability to accurately identify tree species is required. Must be willing to engage in outdoor labor activities in addition to performing administrative support work in the office. Must be organized and dependable and demonstrate a solid work ethic. Must also be able to effectively communicate both orally and in writing, and be able to effectively establish and maintain cooperative relationships with coworkers and the public. Candidates must have basic computer skills, including knowledge of MS Office and related software, and possess a valid driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Working with street trees (inspecting trees, pruning and mulching, watering trees and flower baskets);
Assist in implementing and updating an inventory of street trees in the City of Joliet;
Create and/or update the tree inventory data. Collect information on street trees including caliper, species and location;
Record location of trees in the field using GIS software;
Field survey on foot covering potentially +/- 5 miles a day.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Open to full-time community college, four-year university and graduate students studying forestry, urban forestry and horticulture;
Advanced plant knowledge and tree identification required;

Ability to operate a personal computer with MS Office, Excel;
Ability and willingness to perform labor intensive activities;
Ability to use tree maintenance tools;
Ability to work inside (10%), outside (90%) and in all potential weather conditions

Necessary Knowledge, Skills and Abilities

Knowledge of tree and shrub species and care.
Knowledge of horticulture and plant biology.
Ability to work in various weather conditions.
Ability to maintain accurate records and create prioritized lists of job-related tasks to be completed.
Ability to communicate orally and in writing.
Ability to direct the work of others.
Manual dexterity and physical stamina sufficient to perform manual labor.
Performs other related duties as required.

SPECIAL REQUIREMENTS

Valid State of Illinois driver's license and/or reliable transportation.

TOOLS AND EQUIPMENT USED

Personal computer, telephone, fax machine, copier, ladders.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 50 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SPECIAL REQUIREMENTS

Valid State of Illinois Class D driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER